



CALIFORNIA

# Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

P. O. BOX 269101  
Sacramento, CA 95826-9101

NUMBER

03-08

18 March 2003

**EXPIRES 09 May 2003**

## **PRE-RETIREMENT SEMINAR FOR TECHNICIANS**

1. Planning for retirement should begin early in a technician's career. **If you have been recently employed as a technician or if you are close to retirement**, there are several things you should do well in advance of your planned retirement. Health benefits and life insurance must be carried continuously for five years prior to retirement to be eligible to continue coverage in retirement. You may also need to consider making payments to receive credit for military service (post-1956 military service), non-contributory service, or repay any retirement contributions that may have been refunded.

2. In order to assist you in planning for your retirement, the Directorate for Human Resources will be conducting a Pre-Retirement Seminar, 20-22 May 2003, at the Hallmark Suites, located at 11260 Point East Drive, Rancho Cordova, CA. Spouses may attend; however, they will not receive course materials or reimbursement for travel expenses. Please note on your DD Form 1556 if you intend to bring your spouses. Technicians may attend this course in casual attire.

3. This is a two-day course. The course schedule is as follows:

20 May 2003	Civil Services Retirement System <b>(CSRS Technicians only)</b>	0800 – 1630
21 May 2003	Guest Speakers <b>(CSRS and FERS Technicians)</b>	0800 – 1630
22 May 2003	Federal Employees Retirement System <b>(FERS Technicians only)</b>	0800 – 1650

4. Attendance is first come first serve and seating is limited. Your request must be received no later than close of business, 9 May 2003. If you wish to attend this seminar, complete DD Form 1556 (Authorization, Agreement, Certification of Training and Reimbursement) and a request for orders (if applicable), and forward your request to your unit's personnel assistant or to CAJS-HR-EDS (Attn: Marjorie Rodriguez) 9800 Goethe Road, Sacramento, CA 95826 (or fax request to (916) 854-3439, DSN 466-3439 or CAGNET 63439).

5. Upon confirmation of your training, if you need hotel accommodations, call Hallmark Suites at (916) 638-4141. Please mention that you are with the California National Guard.

6. Questions may be directed to Marjorie Rodriguez, Employee Development Specialist, (916) 854-3493, DSN 466-3493 or CAGNET 63493.

FOR THE ADJUTANT GENERAL:

LAWRENCE D. COOPER  
COL, OD, CA, ARNG  
Director for Human Resources

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